



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

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March 18, 2004

**TO:** Agency Directors  
Agency Budget Officers  
State Fiscal Officers

**FROM:** Peter Antolin, Senior Budget Assistant

**SUBJECT: INTERNAL SERVICE AGENCIES RATE DAY**

On April 1, 2004, the Office of Financial Management will host an Internal Service Agencies Rate Day in the GA Auditorium from 8:30 a.m. to 4:00 p.m. You are welcome to send a representative to this event, where the following internal service agencies plan to review their offerings and share with you their estimated rates for the 2005-07 Biennium:

- Office of Administrative Hearings
- Attorney General
- State Auditor
- Office of Financial Management
- General Administration
- Department of Information Services
- Office of Minority and Women's Business Enterprises
- Department of Personnel
- Department of Printing – table only
- Secretary of State

We hope that providing rate estimate information early in the budget cycle will assist you in your budget preparation. It is important to remember that the rate estimates presented are just that – estimates. The eventual rates may be somewhat different, depending on future enactments by the Legislature and economic conditions.

I have attached a draft schedule of events. If you or someone from your agency is unable to attend, all the presentation handouts will be posted on the OFM Budget web site at <http://www.ofm.wa.gov/budget.htm>. If you have questions about Rate Day, please contact me at (360) 902-0551, or by e-mail at [Peter.Antolin@ofm.wa.gov](mailto:Peter.Antolin@ofm.wa.gov). Deborah Feinstein is also available to answer questions at (360) 902-0614, or by e-mail at [Deborah.Feinstein@ofm.wa.gov](mailto:Deborah.Feinstein@ofm.wa.gov).

Attachment

# **Internal Service Agencies Rate Day**

**April 1, 2004**

**8:30 a.m. – 4:00 p.m.**

**GA Auditorium**

## **AGENDA**

8:30 – 8:40	Welcome – Peter Antolin, Office of Financial Management
8:40 – 9:10	Office of Financial Management
9:10 – 9:40	State Auditor's Office
9:40 – 10:00	Break
10:00 – 11:30	Department of General Administration
11:30 – 12:00	Office of Minority and Women's Business Enterprises
12:00 – 1:00	Lunch
1:00 – 1:20	Office of Administrative Hearings
1:20 – 1:40	Secretary of State
1:40 – 2:15	Attorney General's Office
2:15 – 2:30	Break
2:30 – 3:00	Department of Personnel
3:00 – 3:45	Department of Information Services
3:45 – 4:00	Wrap up

Customers are invited to join the internal service agency representatives at tables in the lobby to discuss details of rates and services, and to answer more specific questions.